King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual
	Chapter 1 **Administration and Personnel Management**

1.03.022, Inclement Weather		Approved By:	Director Allen Nance
		Effective Date:	November 30, 2023
		Reviewed By:	PRC, HR, OLR
Distribution:		Review Date:	November 29, 2023

Purpose
To establish a protocol for employee attendance during inclement weather.

Policy
It is the policy of this department that facility operations shall remain open during inclement weather and provide defined employee designations and obligations of report to work requirements.

References
King County: 2011-0009 County Operations During Emergency Situations and Inclement Weather
Personnel Guidelines, 14.14 Emergency Closure
King County Guidelines for Workforce Management in an Emergency

DAJD form: Officer Report

Definitions:
Inclement weather: Weather-related closing of county buildings and services only when declared by the King County Executive.
First Responder: An employee who is responsible for the protection and preservation of life, property, evidence, the environment and/or the restoration of order. These employees have the highest duty to report to work.
Mission-critical Employee: An employee who provides for and maintains the essential functions of county services and must be able to perform their duties as determined by Department management. If unable to report to their usual county worksite they may be directed, by their supervisor, to an alternate worksite location or be assigned to telecommute.
Non-Mission Critical in an Emergency Employee: This is an employee who staffs county functions or services that may be suspended in an emergency.

A. General Guidelines
1. First responder and mission-critical employees shall be expected to have an alternative transportation plan developed to get to work on time in inclement weather.

2. Any employee who does not report to work as required must use available leave to cover the absence, pursuant to County policy and applicable collective bargaining agreements. Sick leave may only be used for reasons authorized by federal, state laws or the employee's collective bargaining agreement. The Department may require a doctor or medical provider's note if the employee utilizes sick leave, pursuant to County policy, applicable bargaining agreements and barring any prohibition by law.
3. First responder and mission-critical employees who do not report to work due to inclement weather shall submit a report to their supervisor.

B. Employee Designations

1. First responder employees are responsible for the protection and preservation of life, property, evidence, the environment and/or the restoration of order. First responders have the highest duty to report to work:
   a. KCCF & MRJC – Adult Divisions
      1) Corrections Captain
      2) Corrections Sergeant
      3) Corrections Officer

   b. CCFJC - Juvenile Division
      1) Chief of Operations
      2) Corrections Supervisor
      3) Detention Officer
      4) Registered Nurse
      5) Medical Assistant

2. Mission-critical employees must be available to perform their duties, as determined by the Department management. If unable to report to their usual county worksite, they are to contact their supervisor to report their status, receive an assignment and/or be directed to an alternate worksite. The employee may also be assigned by management to telecommute if the telecommute agreement has been put in place prior to an emergency.
   a. KCCF & MRJC – Adult Divisions
      1) Administrative Specialist II
      2) Administrative Specialist III
      3) Business & Finance Officer IV
      4) Cook/Baker I
      5) Cook/Baker II
      6) Corrections Major
      7) Corrections Program Administrator
      8) Corrections Program Specialist
      9) Corrections Program Supervisor
      10) Customer Service Specialist III
      11) Executive Secretary/Assistant I
      12) Facility Commander
      13) Fiscal Specialist III
      14) PPM II

15) PPM IV
16) Records Management Specialist
17) Supervisor III

b. CCFJC – Juvenile Division
   1) Administrative Specialist III
   2) Community Corrections Placement Specialist
   3) Community Surveillance Officer
   4) Deputy Division Director
   5) Division Director
   6) Executive Secretary / Assistant I
   7) Inventory Purchasing Specialist II
   8) Juvenile Facility Cook/Baker
   9) Orientation & Assessment Specialist
   10) Personal Health Services Supervisor
   11) PPM I – Intervention Specialist
   12) PPM II – Restorative Justice Coordinator
   13) Alternatives to Secure Detention Supervisor
   14) PPM IV – Data Analyst
   15) PPM IV – Juvenile Programs Manager
   16) Small Facility Food Services Supervisor
   17) Training Coordinator

c. CCD – Community Corrections
   1) Administrative Specialist II
   2) Administrative Specialist III
   3) Community Corrections Caseworker
   4) Corrections Program Supervisor
   5) Deputy Division Director
   6) Division Director
   7) Executive Secretary / Assistant I
   8) Personal Recognizance Investigator

d. Administrative Services
   1) Administrative Specialist I
   2) Administrator II
   3) Business & Finance Officer IV
   4) Chief Financial Officer
   5) Department Director
   6) Deputy Department Director
   7) Deputy Division Director - Administrative Services
   8) Division Director - Administrative Services
   9) Executive Assistant – Administrative Services
   10) Executive Secretary / Assistant II
   11) Fiscal Specialist III
   12) Fiscal Specialist IV
   13) Functional Analyst II
   14) Human Resources Manager III

15) Payroll Specialist
16) Project Program Manager II

3. Non-mission critical employees are individuals that staff county functions or services that may be suspended in an emergency while essential functions are prioritized. The functions the perform may not be required for emergency response or business continuity of essential functions.
   a. KCCF & MRJC – Adult Divisions
      1) SEP Associate II
      2) Volunteer Coordinator

   b. CCFJC – Juvenile Division
      1) Recreation Coordinator
      2) Volunteer Coordinator

   c. CCD – Community Corrections
      1) PPM I
      2) Supervisor II

   d. Administrative Services
      1) Business Analyst – Sr.
      2) Employee and Labor Relations Representative
      3) Human Resource Analyst
      4) Human Resource Analyst Sr.
      5) Human Resources Manager II
      6) PPM I
      7) PPM III
      8) PPM IV
      9) SEP Associate III

C. Pay for Employees in Case of Facility Closure

1. If a facility is closed by order of the King County Executive, regular, provisional, probationary and term-limited temporary employees scheduled to work will be paid their normal salary or hourly wage until such time as the facility is reopened, alternative worksites are arranged, or a reduction in force is implemented.
2. If the shutdown extends for more than one week, the status of displaced workers may be reviewed by the King County Executive to determine whether a reduction in force due to either lack of funds or lack of work is in order. This applies to affected overtime exempt as well as hourly employees.
3. Employees who previously request and have been approved for time off (i.e., vacation, sick leave, compensatory time off, executive leave, leave of absence) will have hours deducted from their accruals as approved.
4. Temporary (other than provisional, probationary and term-limited temporary), administrative interns, and non-regular part-time employees will be paid only for hours actually worked.
5. First responders and mission-critical employees who are unable to report to work due to inclement weather must, upon the first day that they return to work, submit an Officer's Report (or a memorandum for non-commissioned personnel) via their

Chain of Command to the Department Director. In the report, the employee must set forth in detail the reasons why he/she was not able to report to work. The report will be considered in making a determination of whether the employee is eligible for paid leave. Employees will have their time charged to vacation, comp-time (hourly), executive leave (salaried) or leave without pay.